

The Learning Tree Preschool
Contract

Thank you for your interest in The Learning Tree Preschool. In order to make the daily operations of our program run smoothly, we ask every enrolling parent to read and fully understand the following statements. Please initial next to each statement and sign and date the bottom of this page. A breach in contract may void your child's enrollment.

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- Please be prompt in bringing children to school and picking them up. The teachers are busy before and after school preparing the classroom for your child, it is very important not to drop off to early and be on time picking up.
- I understand that if I am consistently late picking up my child. I will be charged \$10.00 for every 15 minutes after school was let out.
- Drop off will take place on the left side of the building. You are welcome to pull up to the designated place and a teacher will assist your child inside the school.
- Pick-up-Parents will need to park in the parking lot and come inside the school to check your child out.
- During drop off, if you wish to come in and visit, please park in the parking lot so we don't block traffic.
- A payment drop off box will be available to place your payments in every month. Please be sure to put cash payments in an envelop with child's name.
- I understand that payment is due no later than the 5th of every month. I also understand I must add a late fee of \$10.00 to my tuition after the 5th of the month.
- I understand that if I pay tuition in full, I will receive a 10% discount off the full tuition amount.
- I understand that tuition is the same for every month, there is no pro-rating for short months or sick days.
- If you have siblings enrolled together, you will receive a 10% discount on the second child's tuition.
- If I choose to withdraw my student, I am aware that I must give a 15-day notice prior to the date of withdrawal or be required to pay for the present or remainder of the month.
- I understand that if my child is absent for more than 2 weeks without prior contact, I must contact the director of The Learning Tree, before my child can return and still be responsible for the tuition.
- A return check is subject to a fee of \$20.00.
- In the event of an emergency, I release permission for medical treatment to be administered to my child if deemed necessary by or under the direction of a medical official.

I have read, initialed and understand the contents of this contract. I am aware that if there is a breach in this contract, my child's enrollment will need to be reviewed.

Parents name: (please print) _____ Childs name: _____

Parents signature: _____ Date: _____